CLAIMS

What is claimed is:

1. A method for presenting document records to a user through a display interface, comprising the steps of:

5   (a)   selecting a data file from a plurality of data files;

      (b)   analyzing the data file for the presence of data of a first type and a second type;

      (c)   processing data of the first type through a first applet and data of the second type through a second applet;

      (d)   merging and formatting the processed first and second data with a host

10   application;

      (e)   displaying the merged and formatted processed first and second data; and

      (f)   managing a plurality of data files with the host application.

2. A data file format comprising:

15   a header portion containing an index portion;

a first data type located near a terminus of the data file at a starting location referenced by the index portion; and

a second data type located between the header and the first data type, having an end of file marker at its terminus.

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3. A method of processing a data file having two different data types, comprising the steps of:

(a)   processing the data file with a first applet. adapted for reading data of a first data type. to extract data of the first data type:

(b)   processing the data file with a second applet. adapted for reading data of a second data type. to extract data of the second data type,

5   wherein the data file includes an index portion in a header pointing to the first data type. and the second data type resides between the header and the first data type. having an end of file marker at a terminus thereof.

4.   A method for manipulating a record list. in which each record on the list may be

10   individually selected, comprising providing at least two distinct categorization inputs from the user, providing an indicia in the record list to indicate a respective record classification. and providing means for selectively processing the records according to a respective classification thereof.